

***Adult Drug Court
Treatment and Testing Program Standards***

July 1, 2005

**COUNTY OF SAN DIEGO
Health and Human Services Agency
Alcohol and Drug Services**

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A. INTRODUCTION

These Standards establish the basic program requirements for the operation of the Drug Court Treatment and Testing Program; they are subject to revision to reflect Drug Court or funding and evaluation requirements.

1. Program Goals and Objectives

a. Goals

- 1) Reduce drug use and criminal recidivism through the graduation of clients who are drug free, law abiding, and employed at program completion.
- 2) Decrease the number of trials and preliminary hearings.
- 3) Decrease Court appearances and the cost of overtime pay to police officer witnesses waiting to testify, while providing officers more time on patrol.
- 4) Decrease jail and prison costs.

b. Objectives

- 1) To increase clients' understanding of the addiction process and the negative impacts associated with the abuse of drugs.
- 2) To create positive changes in clients' attitudes and behaviors that lead to a reduction in drug abuse and associated criminal activity.
- 3) To improve clients' social and personal coping skills and create an environment for change in which responsible decision-making and viable life style alternatives are acceptable.
- 4) To increase clients' awareness and access to self-directed aftercare community services for continued post-graduation recovery.

2. Program Summary

- a. 18 Month Program** - The basic 18 month Drug Court Treatment and Testing Program is divided into five phases. Phases I through IV are 13 weeks each in duration. Phase V, Continuing Care, is six months in duration. Each Phase has a specific focus, level of intensity, and required services. Phase advancement is contingent upon successful completion of the prior phase requirements and/or recommendation of the Drug Court Team.

b. Program Services

- 1) Screening
- 2) Orientation and Intake
- 3) Assessment
- 4) Education
- 5) Group and Individual Counseling
- 6) Treatment Plans

- 7) Drug Testing
- 8) Attendance at Self-Help Groups
- 9) Referral to Employment, Education and Other Ancillary Services*
- 10) Collection of Fees
- 11) Continuing Care Activities
- 12) Exit Conference

* The Program shall provide short-term detoxification and residential treatment program services, through subcontracts, as funding permits.

B. PROGRAM STANDARDS

1. General Administration

- a. **Facility Requirements** - The Program shall be located as near as possible to the Court to facilitate the transfer of clients from the Court to the facility.
- b. **Software Program** - Program shall install and use **Phases**TM software to track all client activity and produce required reports.
- c. **Bilingual Services** - Program services shall be provided in both English and Spanish languages as required by target population.

2. Client Referral

- a. **Eligibility** - The Drug Court Team will determine client eligibility.
- b. **Transport** - Program shall accept all referrals from the Drug Court and transport them from jail/Court to the program site, as necessary.

3. Treatment Services

a. Orientation and Intake

- 1) The Program shall enroll only those individuals referred by the Drug Court.
- 2) Program orientation shall explain:
 - a) Goals and objectives of program participation;
 - b) Required program services;
 - c) Requirements for successful program completion;
 - d) Program rules and regulations;
 - e) Payment of fee;
 - f) Abstinence policy;
 - g) Confidentiality;
 - h) Mandated reporting to the Court; and
 - i) Intensive supervision by the Drug Court Judge.
- 3) Program shall enroll a client by completing:
 - a) A client history including social, economic, and family background; education and vocational achievements; criminal history; medical history; drug history; and

previous treatment.

- b) Intake forms required by the Drug Court and the Program, including a confidentiality release.
- c) A client contract, which shall list the services to be provided, program fees, payment schedule, attendance requirements, drug testing, other program rules, and reasons for unsatisfactory performance which would result in a return to the Court for resumption of the criminal proceedings.
 - (1) Program shall explain the contract, which shall be dated and signed by staff and client.
 - (2) Program staff shall give one copy of the signed, dated contract to the client and retain the original in the client's file.
- d) At the time of enrollment, the program shall give the client a written list of the date, time, and location of program activities the client is scheduled to attend, including the next Drug Court date.

b. Client Assessment

- 1) The Program shall conduct an assessment of each client's drug history, motivation/readiness for treatment, social adjustment, psychological functioning, medical needs, parenting and other family skills, literacy/educational/vocational/employment needs, and any other barriers prohibiting full participation in treatment. Based on this assessment, an individual treatment plan and other recommendations will be developed. A standard psychosocial instrument and the Addiction Severity Index (ASI), incorporated into Phases, shall be used.
- 2) The results of the assessment, an individual treatment plan, and participation and progress for each client shall be documented in their file. If the treatment plan requires modification, the Program shall make recommendations to the Drug Court Team. The Drug Court Team will make the final decision on proposed Program changes.

c. Education Sessions

- 1) Program shall develop and implement a drug education curriculum, approved by Alcohol and Drug Services (ADS), to include the following:
 - a) Goals and objectives consistent with the goals of the Drug Court;
 - b) Didactic and group instruction methods; and
 - c) Resources (e.g. handouts, audiovisual aids, guest speakers) to be used.
- 2) A copy of the curriculum and any changes or revisions shall be submitted to ADS for approval prior to implementation.
- 3) Program shall encourage client discussion with a significant portion of each session set aside for group discussion and questions and answers.
- 4) The program shall document attendance at educational sessions in each client's case

file and on a session roster.

- 5) Program shall develop procedures for scheduling, conducting, and tracking the following requirements:
 - a) Phase I - One 90-minute session per week.
 - b) Phase II - One 90-minute session per week.
 - c) Phase III - Two 90-minute sessions per month.
 - d) Phase IV - No required sessions.
 - e) Phase V - No required sessions.
- 6) Education sessions shall be limited to 25 clients per session.

d. Individual Counseling

- 1) Program shall provide individual counseling sessions, a minimum 15 minutes per session, to:
 - a) Monitor client's progress and encourage participation in Program;
 - b) Identify issues which may be barriers to program completion;
 - c) Evaluate the client's need for referral to ancillary services; and
 - d) Monitor payment of fees.
- 2) The counselor shall document the date, length, and issues discussed in the client's file.
- 3) Program shall develop procedures for scheduling, conducting, and tracking the following requirements:
 - a) Phase I - One session per week.
 - b) Phase II - One session every other week.
 - c) Phase III - One session per month.
 - d) Phase IV - One session per month.
 - e) Phase V - One session every other month.

e. Group Counseling

- 1) Program shall provide group counseling sessions, 90 minutes per session, in a manner that:
 - a) Encourages the client to discuss and share ideas in order to identify and resolve drug related problems;
 - b) Provides an opportunity for clients to examine their own personal attitudes and behavior;
 - c) Encourages clients to explore alternative behaviors and strategies that support recovery and continued abstinence; and
 - d) Assists clients to develop effective communication and coping skills.
- 2) Group counseling sessions may emphasize a specific relevant topic or may be less structured in nature. Group counseling sessions may also expand on issues presented in the education sessions.

- 3) Group counseling sessions shall be limited to 15 clients per group.
 - 4) Program shall document attendance and process notes in each client's file and on a group roster.
 - 5) Program shall develop procedures for scheduling, conducting, and tracking the following requirements:
 - a) Phase I - Two 90 minute sessions per week.
 - b) Phase II - One 90 minute session per week.
 - c) Phase III - One 90 minute session per week.
 - d) Phase IV - One 90 minute every other week.
 - e) Phase V - Two 90 minute sessions per month.
- f. Residential Treatment Services** - Residential services shall be provided only as approved by the Drug Court Team and to the extent that funding is available. Services shall include social model detoxification and short term residential treatment programs. All residential treatment providers must be licensed by the California Department of Alcohol and Drug Programs.
- g. Attendance at Self-Help Meetings**
- 1) Program shall require attendance at self-help meetings (e.g., NA/AA) and develop a procedure to document client attendance as follows:
 - a) Phase I - Minimum of three meetings per week.
 - b) Phase II - Minimum of three meetings per week.
 - c) Phase III - Minimum of three meetings per week.
 - d) Phase IV - Minimum of two meetings per week.
 - e) Phase V - Minimum of two meetings per week.
 - 2) The Drug Court Team has the option to require additional meetings as necessary.
- h. Employment and Education/Training**
- 1) Program shall develop a procedure to track and document the following requirements:
 - a) Phase I - Assess employment/education/training needs and develop a plan.
 - b) Phase II - Proof of legal employment or enrollment in education program.
 - c) Phase III - Proof of legal employment or enrollment in education program.
 - d) Phase IV - Proof of legal employment or enrollment in education program.
 - e) Phase V - Proof of legal employment or enrollment in education program.
- i. Referral to Support Services**
- 1) The Program shall assess each client's need for support services and make the appropriate referrals to address these needs such as anger management programs and parenting classes.
 - 2) Program shall maintain linkages with a variety of support and ancillary service providers to include employment/vocational training/education/literacy services, social services, housing, and mental, physical, and dental health care services.

j. Exit Plan

The Program shall develop and implement a protocol for conducting and documenting the following client exit requirements:

- 1) A summary report of the client's progress and participation;
- 2) A final report to the Drug Court Team documenting completion of all requirements for program completion; and
- 3) An exit plan to include relapse prevention strategies and referrals to community based recovery services.

4. Drug Testing Requirement - Drug testing shall be performed randomly for each client.

a. Urinalysis

- 1) Collection must be observed; therefore both male and female staff shall be available.
- 2) Tests may be confirmed; therefore the urine sample shall be kept. The test results will be used for treatment and compliance purposes only; the District Attorney has agreed not to file new charges based on results obtained from the Program while participating in the Drug Court Program.
- 3) Adulteration test strips may be used, subject to availability of funding.
- 4) The Program shall develop and implement a protocol for observed collection, testing, confirming, documenting, and reporting client drug test results and shall submit the protocol to ADS for approval. The protocol shall protect against the falsification and/or contamination of any urine samples.
- 5) Program shall use the ADS designated urinalysis testing vendor, if such vendor is named, unless prior approval for another vendor is received from the COTR.

b. Other Testing Methods – Other methods of drug testing may be approved by the Drug Court and ADS. Protocols shall be submitted to ADS for approval.

c. Documentation - All test results shall be noted in the client's case file and reported to the Drug Court Team.

d. Requirements – Program shall develop a procedure to schedule, track, and document the following requirements:

- 1) Phase I - Three random tests per week.
- 2) Phase II - Minimum two random tests per week.
- 3) Phase III - Minimum one random test per week.
- 4) Phase IV - Minimum one random test per week.
- 5) Phase V - Minimum one random test per week.

5. Client Records - Program shall organize and maintain client records to include:

a. Case File – Each client shall have an individual case file for all relevant material and

documentation. At minimum, the client case file shall contain the Drug Court referral, intake forms, signed contract, results of assessment, rules and rights of participation, confidentiality release, record of attendance at program services and self-help groups, a copy of the individual treatment plan and the employment/training plan and progress notes, referrals to support services, face-to-face contacts with staff, drug test results, fee collection history, exit plan, and copies of reports submitted to the Drug Court.

- b. **Maintenance** - Client records, including completed copies of all required forms and documents, shall be maintained for a minimum of 48 months from the last date of program participation (completion of program or dismissal.)

6. Drug Court Documentation and Reporting

- a. **Records** - Program shall maintain documentation to include: client assessment, attendance rosters, progress notes, fee payment/collection receipts, reports submitted to the Drug Court, and other information as specified by the Drug Court.
- b. **Reports** - Program shall report the following individual client information in weekly progress reports to the Drug Court:
 - 1) Phase status and program participation;
 - 2) Sanctions imposed and the specific behavior which necessitated them;
 - 3) Significant events;
 - 4) Test results;
 - 5) Recommendations;
 - 6) Fee balance; and
 - 7) Milestones and goals achieved.
- c. **Court Appearances** – Program staff shall make Court appearances to report to and participate in case conferencing and scheduled Drug Court sessions.

7. Alcohol and Drug Services Reports – Program shall submit the following reports to ADS:

- a. Monthly reports from data compiled in the **PhasesTM** system;
- b. Monthly client data required by the San Diego County Alcohol and Drug Data System (SDCADDs) and the Drug and Alcohol Treatment Access Report (DATAR); and,
- c. Additional program and participant data as necessary for funding and evaluation purposes.

C. CLIENT STANDARDS

1. Phase Advancement Requirements

- a. To advance from Phase I to Phase II:
 - 1) Complete all required program services.
 - 2) Develop an employment/education/training plan.
- b. To advance from Phase II to Phase III:
 - 1) Complete all required program services.

- 2) Document legal employment or enrollment in education/training program.
- c. To advance from Phase III to Phase IV:
 - 1) Complete all required program services.
 - 2) Maintain employment/education/training.
 - 3) 30 days of continuous abstinence.
- d. To graduate from Phase IV and advance to Phase V, Continuing Care:
 - 1) Complete all required program services.
 - 2) Maintain employment/education/training.
 - 3) 120 days of continuous abstinence.
- e. To complete Phase V, Continuing Care:
 - 1) Complete all required program services.
 - 2) Maintain employment/education/training.
 - 3) Six months continuous abstinence.

2. Program Reward and Sanction Guidelines

Program shall develop a menu of graduated rewards and sanctions for approval by the Drug Court Team. Proposed minimum guidelines for missed and positive drug tests are listed below.

- a. The minimum sanction guideline for a missed drug test is 24 hours in custody.
- b. The minimum sanction guidelines for a first positive drug test are:
 - 1) A weekend (or three days) in custody.
 - 2) 30 self-help meetings in 30 days.
- c. The minimum sanction guidelines for a second positive drug test are:
 - 1) One week in custody.
 - 2) 60 self-help meetings in 60 days.
- d. The minimum sanction guidelines for a third positive drug test are:
 - 1) Two weeks in custody.
 - 2) 90 self-help meetings in 90 days.
 - 3) Consideration of residential treatment or program termination.
- e. The minimum sanction guideline for a fourth positive drug test is program termination.

3. Alcohol and Other Drug Use Policy - The Program goal is total abstinence from the use of alcohol and other drugs for the duration of the program. Participants not complying with this policy may be terminated from the Drug Court.

- ## **4. Program Fee** – The program fee is based on the entire duration of active program participation.
- a. The Program Fee is \$10 per week for all clients admitted prior to March 1, 2004.
 - b. Effective March 1, 2004 the fee is \$15 per week for all new admits.
 - c. Effective February 1, 2005 the fee is \$20 per week for all new admits.